Director, Office of Multicultural Student Affairs

The Division of Student Affairs at Virginia Commonwealth University (VCU) invites outstanding candidates to apply for the position of Director of the Office of Multicultural Student Affairs (OMSA). The Office of Multicultural Student Affairs is a resource for Virginia Commonwealth University students, faculty and staff. The primary mission of the Office of Multicultural Student Affairs is to assist traditionally underserved and/or underrepresented student populations (i.e. race, ethnicity, sexual orientation, and gender) through advising, support, program development, retention, mentoring and by promoting an appreciation of diversity throughout the campus community.

Virginia Commonwealth University is a major, urban research university with national and international rankings in sponsored research. Located in downtown Richmond, VCU enrolls nearly 31,000 students in 223 degree and certificate programs in the arts, sciences and humanities. Sixty-eight of the programs are unique in Virginia, many of them crossing the disciplines of VCU's 13 schools and one college. MCV Hospitals and the health sciences schools of Virginia Commonwealth University comprise the VCU Medical Center, one of the nation's leading academic medical centers. For more, see www.vcu.edu.

Chief purpose of this position in support of above mission or goal

To provide innovative multicultural leadership, effective management, and excellent service of OMSA. This includes but is not limited to diversity education and program development, financial management, staffing and performance management, management of the office space, event planning, student organization advocacy, educational and entertainment program production, student development, promotional marketing, and providing information and counsel to senior division leadership related to the needs, issues and concerns of students served by the office.

Position Responsibilities

Reporting to the Associate Vice-Provost and Dean of Student Affairs, the Director is responsible for the successful administration of VCU's Office of Multicultural Student Affairs department. The position plans, coordinates, and administers fiscal, personnel, and the office space, and student development activities that impact students. The Director provides innovative multicultural leadership, effective management, and efficient operations of the department. The Director develops and manages the departmental budget and provides overall operational planning. The Director supervises staff and oversees the selection, training, supervision, evaluation, recognition/appreciation, and management of the department's staff. The Director is a primary liaison officer with the Division of Student Affairs and will be a member of the Student Affairs Leadership Team, and is responsible to actively contribute to division initiatives, programs, and priorities. The Director maintains good communication with other Student Affairs units to ensure cooperative relationships. The Director will also establish cooperative relationships with other University departments and student groups, and will serve as a resource and consultant to university faculty/staff regarding student issues. Other duties include, but are not limited to, diversity and leadership development, student organization advising and
advocacy, student governance, educational programming, and other duties as assigned by the Associate Vice Provost and Dean of Student Affairs.

**Required Qualifications**

Master's degree in higher education administration, student personnel, counseling, or related field. A minimum of five to seven years full-time, professional, related experience; demonstrated experience in working with student affairs/multicultural student affairs in a university/college setting; experience in creating and implementing diversity education and leadership programs; excellent written and oral communication skills; strong interpersonal and public relations skills. Administrative skills and experience in planning, implementing and evaluating programs; budget development and fiscal/statistical management; and, organizational goals development and reporting. The ability to function independently and as a member of a team in a constantly changing environment. Must be willing to work a flexible schedule, which may include evening and weekend hours; demonstrated presentation skills in the area of diversity training; and experience and skills in operating computers and related database, spreadsheet and word processing applications. Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a faculty member at VCU.

**Application Process**

Applicants must submit a resume, cover letter, and the names & contact information of three professional references (please attach a listing of your three references as the “Other Document”) to [https://www.vcujobs.com/postings/66266](https://www.vcujobs.com/postings/66266) by October 14, 2017.

Please contact Mr. Ijuanzee Isom at iiisom@vcu.edu for any questions about the position.

Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to race, color, religion, national origin, age, sex, political affiliation, veteran status, genetic information, sexual orientation, gender identity, gender expression, or disability.

Apply Here: [http://www.Click2Apply.net/f6sfhj27yzr3tg3y](http://www.Click2Apply.net/f6sfhj27yzr3tg3y)

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